

# Retention and Classification Report

**Agency:** Grand County School District (Utah) (434)

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**Records Officer** Robert Farnsworth

26003 Attendance rolls  
26055 School board minutes

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26003

3

**TITLE:** Attendance rolls

**DATES:** 1893-

**ARRANGEMENT:** Alphabetical by school and thereunder chronological by date.

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 05/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26003

**TITLE:** Attendance rolls

(continued)

authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26055

3

**TITLE:** School board minutes

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

**AUTHORIZED:** 12/15/2005

**FORMAT MANAGEMENT:**

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**AGENCY:** Grand County School District (Utah)

**SERIES:** 26055

**TITLE:** School board minutes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public